



St. Anselm's College
Edmund Rice Academy Trust

Recruitment & Selection Policy

Version 1.1

Mission Statement:

Our Catholic Community offers a learning environment for us to develop our God given talents and to recognize Christ amongst us. We respect the dignity of God's creation and, inspired by Gospel values, seek to serve one another.

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Introduction

This policy aims to ensure that safer and fair recruitment and selection is conducted at all times at St Anselm's College. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection at St Anselm's College and is an essential part of creating safe environments for children and young people. It has been produced in accordance with the Statutory Guidance Keeping Children Safe in Education (September 2018).

St Anselm's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

St Anselm's College is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to our performance and fundamental to the delivery of a high-quality service.

1. Purpose

To ensure the recruitment of both permanent and fixed-term staff (including voluntary staff) is conducted in a fair, effective and economic manner.

To achieve this, those who are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

2. Scope

This policy applies to all St Anselm's College employees and governors responsible for and involved in the recruitment and selection of all staff. Where a Headteacher or Deputy Headteacher is being appointed, the governing body will consult with the local authority about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headmaster for appointing staff other than those to the leadership group.

3. Aims and objectives

- to ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- to ensure a consistent and equitable approach to the appointment of all College staff
- to ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status and sexual orientation
- to ensure the most cost-effective use is made of resources in the recruitment and selection process

4. Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service.
- The job description and person specification are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- Selection will be based on a minimum of completed application form, shortlisting and interview.
- Monitoring and evaluation are essential for assessing the effectiveness of the process.
- All posts will normally be advertised. The following will be carried out in connection with the advertising of vacancies:
 - a) All vacancies for permanent posts will be advertised.
 - b) All senior posts must be advertised internally and externally.
 - c) Advertisements will not be confined unjustifiably to those geographical areas or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group.
 - d) Advertisements shall not state a specific length of residence or experience in the United Kingdom as a requirement for a vacancy.
 - e) Advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable but obtained outside the UK.
 - f) All applicants for posts will be sent a copy of St Anselm's College Equal Opportunities policy, if requested.
 - g) Where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.
- The Equality Act 2010 makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

5. Equal opportunities

As a Catholic community based on the teachings of Christ, our mission is to provide an outstanding education for the whole person through which all are challenged to grow in wisdom, understanding, self-esteem and closeness to God, respecting the uniqueness of each person as central to that mission and so we fully accept and endorse the responsibilities and duties to promote equality for all.

Within that acceptance we recognise the continued general exceptions to Equal Opportunities legislation as laid down for schools with a religious character or a registered religious ethos.

This means for Catholic schools and academies that, in common with voluntary aided schools with a religious character, they may give preference in connection with the appointment, remuneration or promotion of teachers at the school to those whose religious beliefs or religious practice is in

accordance with the tenets of their denomination, in this case, the Roman Catholic faith. This includes the posts of Principal, Deputy Principal and Head or Co-ordinator of Religious Education which (cf also The Bishops' Memorandum on Appointment of Teachers to Catholic Schools) must be filled by baptised and practising Catholics¹. Likewise, Governing Bodies in Catholic schools may give similar preference to those who give or who are willing to give religious education at the school in accordance with the tenets of the Catholic Churchⁱ. Preference can also be given to practising Catholics in non-teaching posts where there is a genuine occupational requirementⁱⁱ. The conduct of a teacher which is incompatible with the precepts of the Church, or which fails to uphold its tenets, may be taken into consideration in determining whether the teacher's employment should be terminatedⁱⁱⁱ. In addition, the Governing Body has the power to dismiss a Religious Education teacher on the grounds that s/he fails to give religious education efficiently and suitably.²

This policy will be applied fairly and consistently to all employees regardless of gender, gender reassignment, race, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time/fixed term status or the number of hours worked and religion or belief (subject to the exceptions outlined above for schools with a religious character).

6. Safer recruitment – recruitment and selection training

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment programme training successfully prior to the start of the recruitment process.

7. Pre-recruitment process

When a post is vacated, the Headmaster will decide whether it is essential to fill the post. If it is to be filled, the Headmaster will review the job requirement and ensure that they are not unlawfully discriminatory, directly or indirectly, on the grounds of race, sex, age, disability, religious belief or sexuality.

There is a standard application form (Catholic Education Service) which must be completed, in English, by all applicants.

7.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of St Anselm's College. The first experience an individual has is important, so the experience should be positive and all those responsible for recruiting will:

7.2 Application form

A standard application form, produced by the Catholic Education Service, will be used to obtain a common set of core data from all applicants.

7.3 Job description and person specification

An accurate job description is required for all posts.

7.4 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee, before the appointment is confirmed. We will not accept 'open' references.

References will be sought on all shortlisted candidates, including internal ones, and will be obtained before interview where practicable so that any issues of concern that they raise can be explored further with the referee, and taken up with the candidate at interview. Questions will be asked pertaining to suitability to work with children.

Any information about past disciplinary actions or allegations should be considered carefully when assessing the applicant's suitability for the post (including information from the Employer Access Online checks).

An applicant's social media profile and postings might be checked prior to invitation to interview.

Employment history

We will always ask for written information about previous employment history and check that information is not contradictory or incomplete.

8. Interviews

8.1 Objective

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview, even if there is only one candidate.

8.2 Interview panel

A minimum of two interviewers will form the interviewing panel, but preferably three.

The members of the panel will:

- have the necessary authority to make decisions about appointments
- be appropriately trained (one member of interview panel will have undertaken training in accordance with the Safer Recruitment Programme training)
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those

- agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

8.3 Scope of the interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude towards children and young people
- his/her ability to support the College's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- whether the candidate wishes to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before they start work.)

9. Conditional offer of appointment: pre-appointment checks

An offer of appointment to the successful candidate will be conditional on:

- the receipt of satisfactory reference/s
- verification of the candidate's identity
- verification of eligibility to work in the UK
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status, where required, for example, QTS status (unless properly exempted), NPQH
- (for teaching posts) verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (for non-teaching posts) satisfactory completion of the probationary period
- a check of the Children's Barred List and an enhanced DBS certificate.
- A prohibition from teaching check
- Further checks on people living or working outside of the UK

The local authority's human resources department and the College's HR Company, Judicium will liaise with the Headmaster in order to follow relevant DBS guidance if a disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks will be:

- confirmed in writing

- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- recorded on the College's central record database
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

The facts must be reported to the police and/or the Children's Safeguarding Operations Unit at the local authority where:

- the candidate is found to be on the Children's Barred List, or the DBS certificate shows they have been disqualified from working with children by a court
- an applicant has provided false information in, or in support of, his/her application
- there are serious concerns about an applicant's suitability to work with children.

St Anselm's College will liaise with the local authority's human resources if this should be the case.

10. Post-appointment induction

There will be an induction programme for all staff, governors and other volunteers newly appointed to the College regardless of previous experience.

11. Agency and third party staff

We will ensure that we obtain written confirmation from any agency or third party organisation that we use that the organisation has carried out the checks on any individual who will be working at the school. We will ensure that the person presenting themselves for work is the same person on whom the checks have been made.

12. Trainee and Student Teachers

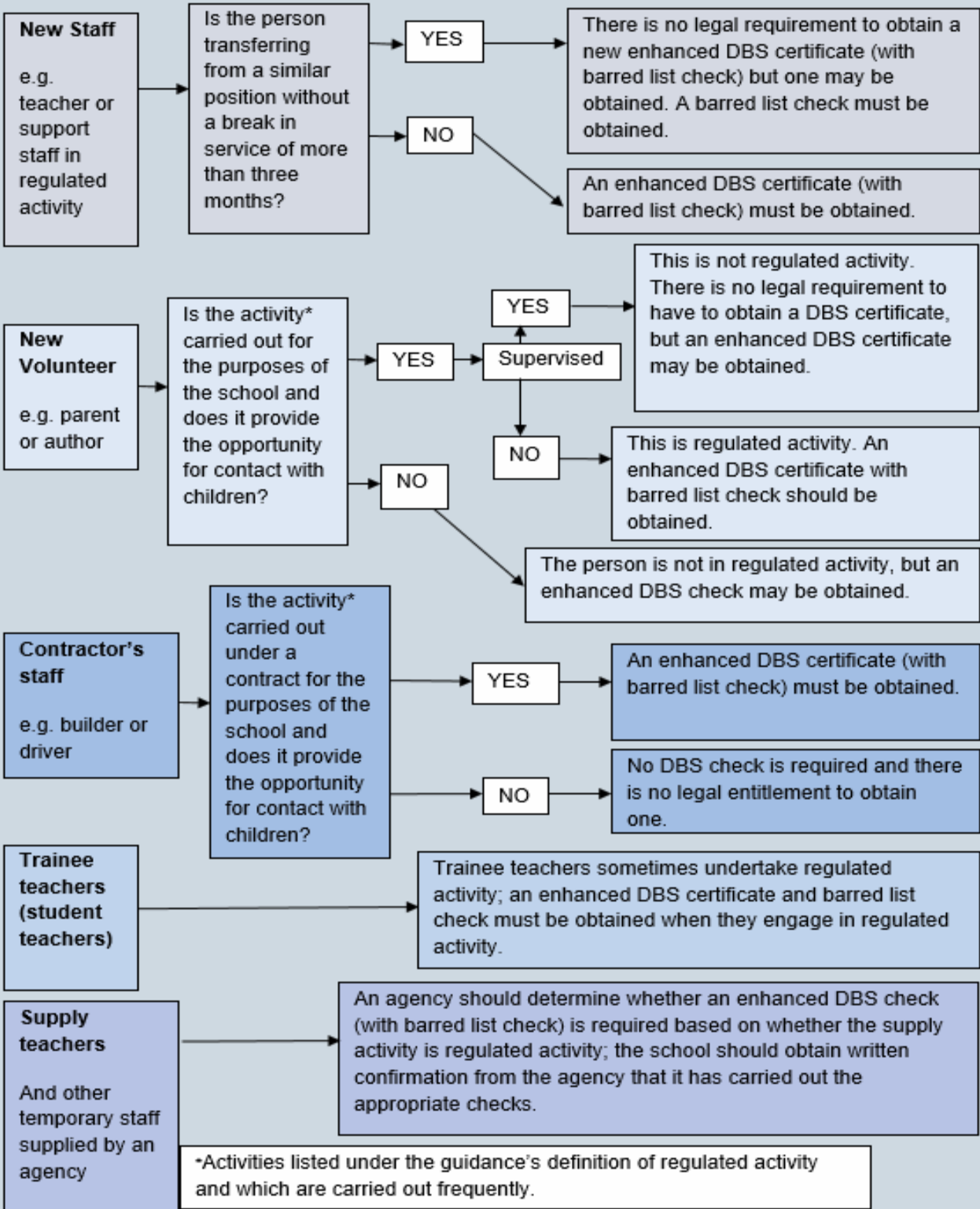
Where we have salaried trainee teachers, we will ensure that all of the necessary checks are carried out. This includes an enhanced DBS check as these trainees are likely to be engaged in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the training provider to carry out the necessary checks and send written confirmation of such to the school. We will ensure that we receive this. There is no need to record details on the SCR.

Referral to DBS

The College recognises its legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test

FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS



13. Contractors, volunteers and visitors

Checks on all of these will be carried out in accordance with Keeping Children Safe in Education (September 2018). The flowchart overleaf will be used as a guide.

Regulated Activity

A person is considered to be engaged in regulate activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children;
- engage in intimate or personal care or overnight activity, even if this happens only once.

A more detailed description is available on page 29 of KCSiE (September 2018)

14. Complaints procedure

If a member of the general public or an employee has a complaint concerning unlawful discrimination in respect of the recruitment, selection, appointment or promotion process, then they have the right of reference to the civil courts and industrial tribunals. This does not preclude them raising the matter with their county Councillor or Member of Parliament.

The College has formal grievance procedures outlined in the school's **complaints policy** to which such complaints by employees should be referred in the first instance. The College also has formal disciplinary procedures.

¹ *Section 60, School Standards and Framework Act 1998*

² *Section 60, School Standards and Framework Act 1998*

³ *Section 37, Education and Inspections Act 2006*

⁴*Section 60, School Standards and Framework Act 1998*

⁵ *Section 58, School Standards and Framework Act 1998*
